

# State of Alaska, Division of Elections

## Touch Screen Voting Unit Closing Instructions for Hand Count Precincts

Read and Complete Each Step One at a Time

### STEP 1

Remove the red Supervisor Card from your touch screen voting unit supplies. Insert the Supervisor Card into the unit. Enter the provided password at the authorization screen.



Enter Card Authorization Code

PIN: [\*\*\*\*\*] Clear

1	2	3
4	5	6
7	8	9
	0	Back

OK Cancel

### STEP 2

Remove the Supervisor Card from the touch screen voting unit. To end voting and print results, touch "End Voting" on the screen. A warning screen will appear to ask if you want to end voting. Touch "Yes".

ELECTION MODE  
OFFICIAL BALLOT  
NOVEMBER 5, 2002  
PCT 1

Please touch one of the buttons below to select an option.

Pollworker Options

Resume Voting	End Voting
Create Voter Cards	View Audit Log

System Options

Shutdown

Election Information		System Information	
Date: Nov-05-2002	Machine ID: 01	Firmware: 4.6.0.10 (PRE-RELEASE)	
Vote Center: 50	Copy: 00	Main Storage: 1723146 (45% free)	
Version: 06		Backup Storage: 1723150 (45% free)	
Ballots Cast: 0			

SN: 3292013 MID: 1 Ballots: 00000 Tot: 0000000 AC: 99%

Touch the End Voting Button

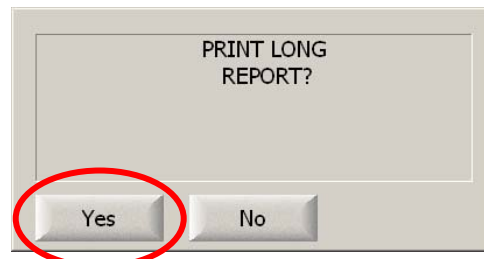
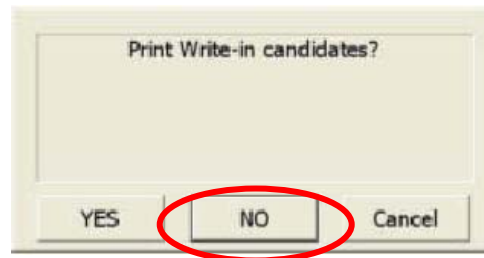
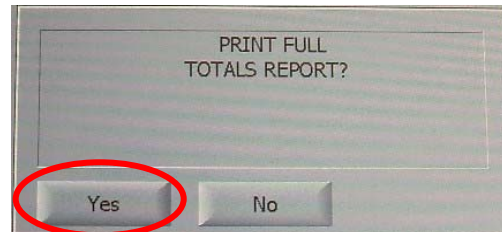
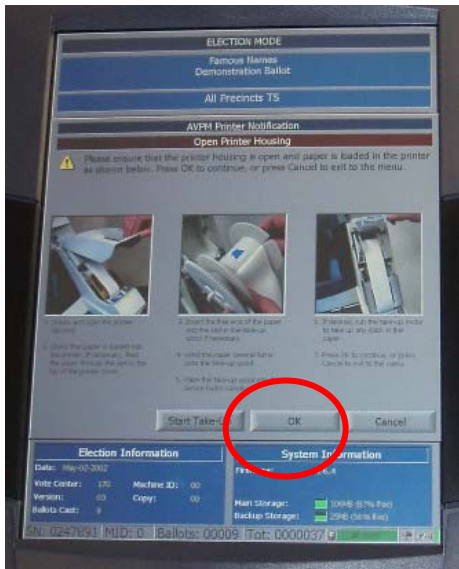
WARNING! Selecting this option will completely end the voting process for this election. No more votes can be cast after this point.

Are you sure you wish to proceed?

Yes No

### STEP 3

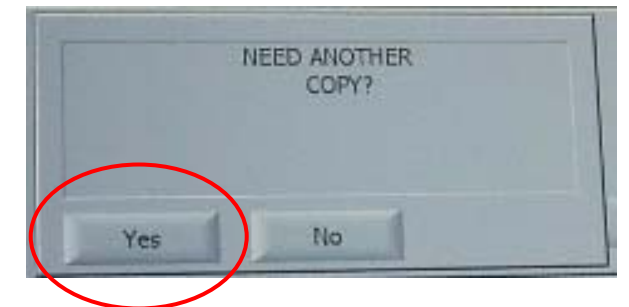
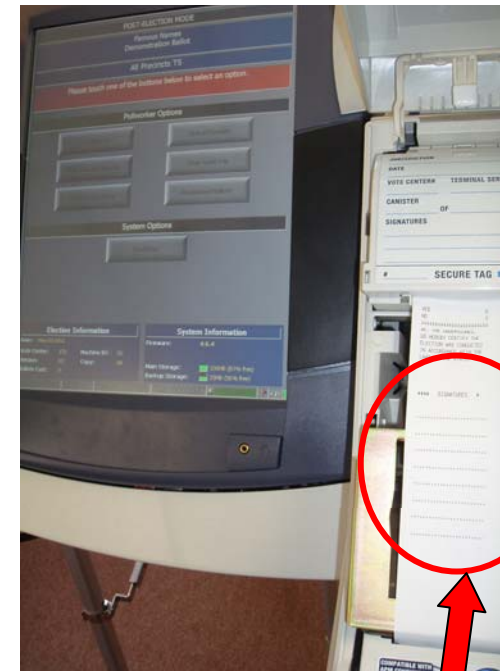
At the AVPM Printer Notification screen, touch “OK”.  
A series of print messages will appear:  
Print Full Totals Report? Touch “Yes”  
Print Write-in Candidates? Touch “No”  
Print Long Report? Touch “Yes”



### STEP 4

When printing is finished, use the key provided to unlock and raise the printer housing cover. Have all election workers serving in the evening sign the results tape.

You will now print a second and third copy of the results. At the “NEED ANOTHER COPY?” screen, touch “Yes”. A second copy of the report will print and will be taken up into the security canister. Repeat this procedure to print a third copy. Have all election workers serving in the evening sign the second and third copy.



#### **Place Result Tapes in the Following:**

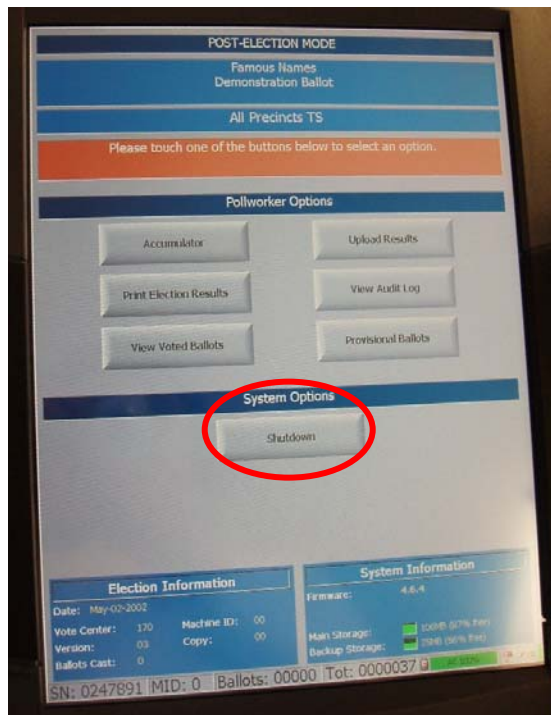
- 3<sup>rd</sup> Copy- With Precinct Register
- 2<sup>nd</sup> Copy- E-38 Memory Card Envelope
- 1<sup>st</sup> Copy (includes Voted Ballots)- E-33TS Voted Touch Screen Ballot Envelope

Sign the results tape

## STEP 5

Turn off the unit by touching “Shutdown” on the screen.

Unlock the memory card compartment door using the key provided. Remove the memory card by pushing the black eject button. Place the memory card in the memory card envelope. Close and lock the memory card compartment door.



Black eject button

## Step 6

You are now ready to remove the voted ballots and the totals reports (including the original zero totals report printed before the start of voting) from the security canister. The touch screen ballots will only be counted in case of a recount.

Open the printer housing cover. Carefully tear or cut the totals report below the signatures so the paper is no longer attached to the roll in the unit. Then, remove the canister from inside the printer compartment. Open the security canister and unwind the second copy of the totals report. Remove this copy from the first totals report by carefully tearing or cutting just below the signatures from the first copy.

Place the second copy of the totals report in the memory card envelope. You will use the second copy of the totals report to call in the election results after you hand count your paper ballots. After you call in the election results, you will seal the memory card envelope.

Cut or tear paper below signatures and remove security canister



Cut or tear second totals report just below signatures



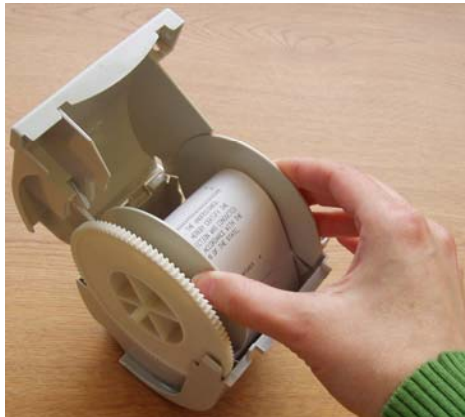


## Step 7

You will now remove the zero totals report and the voted ballots, with the first copy of the totals report still attached, from the security canister. Open the security canister.

Record the number of touch screen ballots (found on the totals report under SUMMARY TOTALS as TOTAL BALLOTS) on the ballot statement provided in your election materials.

Carefully unwind the ballots from the spool. As you are unwinding the touch screen ballots, fold them neatly. Remember, these are official ballots and they must be handled gently. Place the ballots in the Voted Touch Screen Ballots envelope and seal the envelope closed.



Open the security canister to unwind ballots



Folded touch screen ballots

### **Place Result Tapes in the Following:**

3<sup>rd</sup> Copy- With Precinct Register

2<sup>nd</sup> Copy- E-38 Memory Card Envelope

1<sup>st</sup> Copy (includes Voted Ballots)- E-33 TS Voted Touch Screen Ballot Envelope

## Step 8

You are now ready to remove the printer and prepare the touch screen voting unit for storage.

Make sure the printer cover is unlocked and open. Raise the metal plate and remove the paper roll. Push the blue lever towards you.

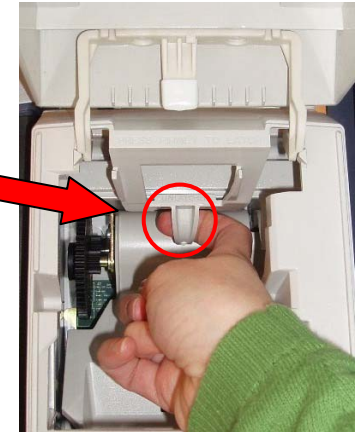
Lower the metal plate and pull the release lever towards you to unlatch. Close the printer cover and gently remove the printer, starting with the top end, by pivoting it towards you.



Raise the Metal Plate



Release Lever



### Step 9

Close the printer door on the front of the unit and lock it. If the keypad is still connected, press the black button at the top of the tablet and pull the tablet forward. Remove the keypad connector from the back of the tablet and return the tablet to the housing. If there are headphones plugged into the unit, unplug them for storage.



Locking the printer door

Close the front doors of the unit, making sure that they interlock and close flat.

Unplug the power cord from the outlet and the unit.



Doors interlocking



Doors fully closed

### Step 10

Carefully lay the unit on its front, either on a table or on the floor. Place the power cord, keypad and headphones in their storage spaces on the back of the unit.

With one person on each side, collapse the inner legs by pressing the safety pins as you press down on the inner leg bar. There are two sets of safety pins, as shown below.



Power Cord

Keypad

Headphones

Press down on inner leg bar

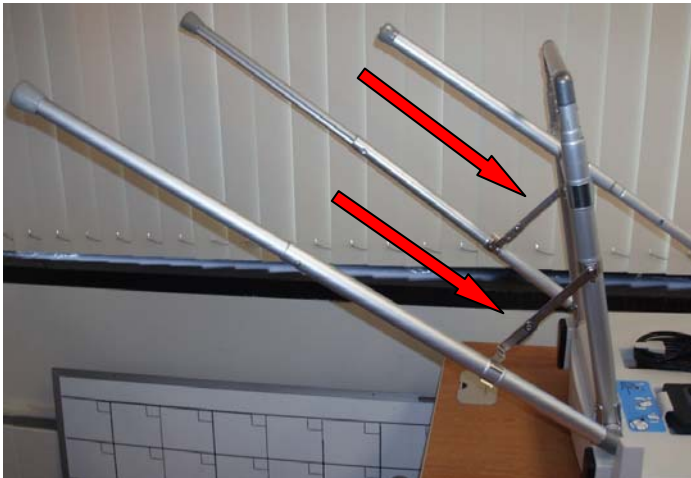


Inner Leg Safety Pins



### Step 11

Collapse the brackets on each outer leg by pressing down in the middle of the bracket. Collapse each outer leg by pressing the safety pin and pushing the leg down.

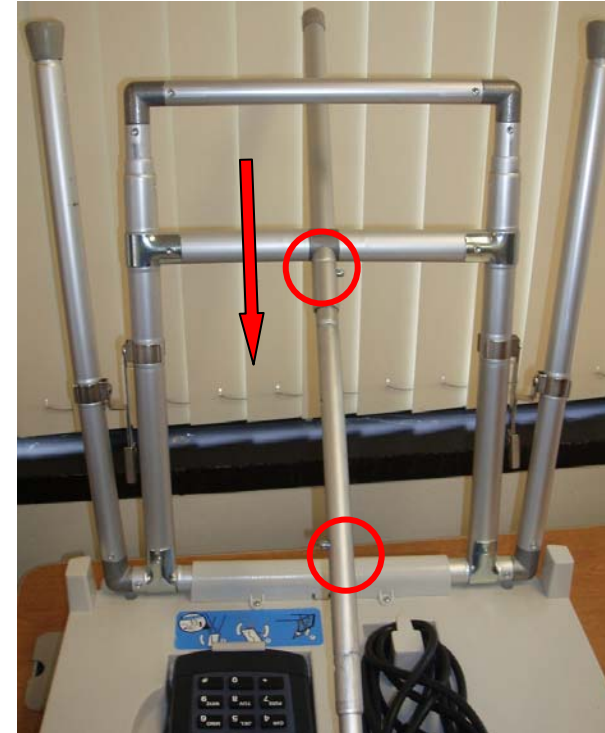


Press down on brackets



### Step 12

Collapse the entire leg assembly by pressing on the two safety pins on the support bar one at a time and pushing the support bar in. The legs will all flatten against the back of the unit.



Return the printer, security canister and spool, and paper spool to the printer transport case.

Return the touch screen voting unit (with the power cord, keypad and headphones) to the touch screen transport case.

The touch screen voting unit equipment is now ready to be stored or returned to your Regional Elections office for storage.